

**SUMMARY OF THE
REGULATORY COORDINATION COMMITTEE MEETING
APRIL 26, 2002**

The Regulatory Coordination Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Friday, April 26, 2002, at 12:00 a.m. Eastern Daylight Time (EDT) via teleconference. Chairperson Kevin Coats of the US Army Corps of Engineers led the meeting and scribed the meeting minutes. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to address items of importance identified in the meeting agenda.

REVIEW OF PREVIOUS MINUTES

The minutes from December 2001 Interim NELAC Meeting in DC were reviewed. Ms. Ilona Taunton requested that two changes be made. The amended minutes will be resubmitted for posting on the website.

GENERAL TOPICS

Discussed were the following:

- (1) The NELAC restructuring paper written by Ken Jackson, and forwarded to committee members was noted. Comments could be provided by this committee prior to NELAC 8. The strategy is for the paper to be finalized at NELAC 8, and then used for multiple Public Relations purposes (e.g. notification of NELAC status in trade publications).
- (2) Ilona Taunton was asked about initiatives currently underway by the Transition Committee and sub-committees regarding secondary accrediting authority requirements. She stated that a subcommittee of the Transition Committee was currently assessing consistency problems between states for secondary accrediting authority application (e.g. the requirement by some states that a secondary accrediting authority would again review laboratory SOPs that the primary accrediting authority had already reviewed). The EPA (Ed Kantor) is going to survey states regarding their NELAC Accrediting Authority status. It was proposed that any survey questions that the Regulatory Coordination Committee intends to pursue, relative to model legislative language needs (see below) could be included in the EPA survey related to the Transition committee interests.

COMMITTEE MEMBERSHIP

The Committee is need of two voting members, and one contributor. It was proposed that at least one voting member ought to be a state representative, since the primary mission of the committee was to draft model state legislation to support NELAP implementation. Kevin Coats stated that he had calls in to several candidates, identified on a list from the Outreach Committee, but as yet no one had called back. Eddie Clemons also provided an e-mail with the names and contact information for 1 voting member, and 1 contributor. A suggestion was made to invite Karl Kircher to join the committee as a voting member.

ACTION ITEMS INTERIM MEETING

This year's regulatory survey (review procedure and assign tasks) – all agreed that the survey should be conducted as in the past, using the University of Massachusetts website and its search/list capabilities; however, it was agreed that the list should then be screened for those rules that were most important, or had most impact on NELAC, and then forwarded to particular NELAC standing committees for information with recommendation for action.

Comments on proposed regulations for NELAC – This relates to one of the items discussed at the interim meeting in December. At that meeting it was proposed that the Regulatory Coordination Committee could organize comments for NELAC on proposed rules posted in the Federal Register in order to promote NELAC interests. Kevin proposed that a “pilot” proposed regulation/rule be selected to determine how NELAC comments would be generated and then processed for approval by the NELAC Board, and forwarded as reflecting a “NELAC position” on a particular matter. Three proposed rules were suggested on the teleconference:

- (1) The final rule which was withdrawn last year by EPA which updated the tables of promulgated approved test methods for the Safe Drinking Water and Clean Water Act (this assumes this rule has again been issued for comment);
- (2) Establish a NELAC position on the fact that new revisions of SW-846 methods will not be promulgated; and
- (3) DOT regulations that define environmental samples preserved to pH less than 1.96 as a hazardous for purposes of shipping.

Modification existing model rule (see posting NELAC website) – It was proposed and agreed to that States should be surveyed as to their additional needs with regard to revision of the existing model rule. (See item above).

Additional model legislation needed (support initiatives for more state AA's)- It was proposed and agreed that States should be surveyed as to their needs for supplementary model rules (e.g. State of Georgia regulation requiring all regulatory compliance data be from a ISO Guide 17025 compliant (as determined by a NELAP AA or A2LA) environmental laboratory. It was further suggested that any model legislative language from this committee be reviewed by an attorney, or someone involved in the state law-making process.

Misc. – Eddie Clemons wanted to know whether this committee should get involved with NELAC auditor training program review; and general NELAC program implementation consistency. There was not sufficient time to discuss this proposal on this teleconference. It will be discussed on a future call.

DETAILED AGENDA - NELAC 8

A detailed agenda is due to the contractor on May 1. A draft agenda will be forwarded by Kevin Coats prior to May 1, for committee members to comment on.

FUTURE TELECONFERENCES

Kevin Coats proposed that a follow-up call be scheduled in the next 2-4 weeks. General availability

was discussed. The group will agree soon on date/time for a call.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned.

ACTION ITEMS
REGULATORY COORDINATION COMMITTEE MEETING
April 26, 2002

Item No.	Date Proposed	Action	Date to be Completed
1.	04/26/02	Committee member will respond to e-mail with meeting minutes and NELAC 8 agenda attached with preference for time/date of the next call (all)	05/29/02
2.	04/26/02	Committee members can provide comments on the Ken Jackson restructuring paper to be forwarded by the Regs committee (optional – all)	05/29/02
3.	04/26/02	Anteon will be provided revised Meeting Minutes from the 12/7/01 meeting for posting (Coats)	05/29/02
4.	04/26/02	EPA (Kantor) will be contacted to determine whether additional questions from the Regs Committee can be included in the Transition Committee survey (Taunton)	05/29/02
5.	04/26/02	David Friedman is to be contacted on the status of EPA work/position on the DOT reg regarding shipment of acidified samples (Coats)	05/29/02
6.	04/26/02	Assign milestones for regulatory survey for this year (all- discuss on next call)	05/29/02
7.	04/26/02	Identify “pilot study” for regulatory comment (all – discuss on next call)	05/29/02
8.	04/26/02	Contact candidates for committee membership (Coats)	05/29/02

**PARTICIPANTS
REGULATORY COORDINATION COMMITTEE MEETING
April 26, 2002**

Name	Affiliation	Address
Kevin Coats, Chair	US Army Corps of Engineers	T: (402) 697-2563 F: (402) 697-2595 E: kevin.h.coats@usace.army.mil
David Bottrell	US Department of Energy	T: (301) 903-7251 F: (301) 903-7613 E: david.bottrell@em.doe.gov
Susan Smith	CHIPPM-Eur Dept. of Laboratory Sciences	T: (637) 186-7771 F: (637) 186-7054 E: susan.smith@cpe.amedd.army.mil
Eddie Clemons, II	Xenco Laboratories	T: (281) 589-0692 F: (281) 589-0695 E: eddiec@xenco.com
Bennett Osborne (Absent)	Oregon Environmental Lab. Assoc.	T: (541) 863-2680 F: (541) 863-6199 E: beno@urcmail.net
Ilona Taunton	TestAmerica Incorporated	T: (828) 258-3746 F: (828) 258-33973 E: tauntonl@msn.com
Kim Watson (Absent)	STL Burlington	T: (802) 655-1203 F: (802) 655-1248 E: kwatson@stl-inc.com